|  |  |
| --- | --- |
| **POSITION DESCRIPTION – Association Registrar or Administrator** | |
| **Organisation:** |  |
| **Job Title:** | Administrator for *(Association name)* |
| **Position Type:** | Voluntary / Paid |
| **Reports to:** | Board of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  The Administrator provides the coordinating link between members, the board and outside agencies | |
| **Knowledge/Skills**   * Strong written and oral communication skills * Administrative and organizational skills * Can maintain confidentiality * Capable of using Microsoft Word and Excel, and MyNetball | |
| **Typical time commitment**   * *Approximately 10 hours per week throughout the year* * *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required* * *Some evenings will be required throughout the year* | |
| **Responsibilities and Duties**   * Cover all aspects of office work and general administration * Prepare affiliation details of members and process registrations * Respond to enquiries * Attend meetings and take minutes as required * Liaise with all members, Netball WA and other Associations * Prepare calendar for the season * Help with running competition/fixtures as required * Banking duties, including budget recommendations * Assist in producing submissions for government and other entities for grants and sponsorship * Prepare annual report for AGM * Attend professional development or training courses as required   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way   For further information regarding this position please contact *(Association name) (Association contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |